



**SOUTHERN PEAK LAW**  
— helping people achieve their dreams —

## HOUSE SALE

### **Checklist for Sale – please complete and return**

- Have us review Agreement **before** it is signed
- Check the Vendor GST status in the Agreement (front page)
- Notify us to review your “brightline tax” exposure if you have owned the property < 10 years and it is not your main home (the home you live in)
- Check condition and settlement dates suit your requirements
- Have the estate agent provide a copy of your title search
  - a. Unexpected caveat(s) or other encumbrances?
  - b. Inaccurate cross lease flat plan?
- Complete your ID and address verification (you will receive a text message with instructions)
- Provide your IRD number (of all Vendors) to us
- Provide us with a copy of a statement or snipped image with your bank account number on it
- If we are paying your balance deposit funds to you (after agents deduction of commission), ensure there will be sufficient settlement funds remaining to discharge your mortgage (if any)
- Advise us if you need your deposit funds to fund payment of a deposit for a subsequent purchase (unless stated otherwise, agents will hold the deposit for 10 working days)
- Advise us if you have any other concerns with the sale of the property
  - a. Unconsented works
  - b. Weathertightness
  - c. Defects / misrepresentations / unfavourable reports
- Prior to settlement the estate agent / purchase may request a pre-settlement inspection
- On settlement, don't forget to cancel your direct debits (ie insurance and rates). We notify the councils of the change in ownership.
- Have us check your wills and EPOAs